

City of San Bruno
FY2020-21 Operating & CIP Budget
City Council Study Session - Action Items

No.	Department	Requested By:	Question / Action Item	Response
1	All	M. Medina	\$4.1 million in loss revenues \$3.9 million increases in personnel and contractual services... details? Please provide a breakdown in the personnel and contractual services	The revenue losses are articulated in the CM letter and in the revenue section of the study session presentation. The personnel increases that were included in the base budget before any budget balancing strategies were implemented includes normal personnel cost increases of step, COLA, pension, health and other benefit increases which made up the majority of the increase. Pension cost increases were approximately \$900K, health costs increases were approximately \$200K with the remaining personnel costs coming from step and COLA increases. Other contractual services were for normal CPI increases on contracts and materials, supplies and services to support services.
2	All	M. Medina	13 vacant and 1 filled eliminations \$1.7 million in vacancies Please provide a listing of all of the vacancies	Overall, there are 26 positions vacant (25 FTEs). This list does not include part-time positions. See details on the attached vacancy list, which identifies vacant positions as of May 22, 2020.
3	All		Confirm the next steps for the fee study coming back to the City Council	Staff is still working on updating and finalizing multiple fees in the Building and Planning Divisions of the Community & Economic Development Department and the Recreation Division of Community Services. Many of these fees require a robust policy-setting conversation regarding the fees and potential subsidy amount. The more straight-forward fees will be prioritized to be brought to the City Council early in FY2020-21 for consideration and adoption.
4	All	M. Medina	Currently large gatherings are not allowed however that will likely change in the next few months. How quickly will we be able to add back some of those activities?	Various City programs and events will be able to be scheduled once the County Health Officer authorizes events to occur. This may include Goblin Grotto and the Mother Son Kickball game, among others.
5	All	Multiple	Provide a comparison of PERS payments and unfunded actuarial liabilities of other San Mateo County cities, similar to what was provided last year.	During the FY2019-20 budget study session, staff presented a chart comparing the Pension Funded Ratio of most cities in San Mateo County, including San Bruno, as of June 30, 2017. Please see the "Pension Funded Comparison" tab showing San Bruno's funded rate of 70.5% and average for the County of 72.8%. This data was gathered from a one-time, city-initiated effort from the Town of Colma, so an updated graph is not available. San Bruno's funding status has not substantially changed as the city continues to pay the minimum, required amount to CalPERS as budgeted each fiscal year.
6	City Council	M. Salazar	Consider reducing the data plan line item for tablets as multiple Council members do not use a tablet any longer.	Staff will eliminate the \$1,800 line item budget.
7	City Council	M. Salazar	Consider suspending the City Council member stipend in FY2020-21 to assist in balancing the budget	Per Government Code section 36516(f), individual council members are allowed to waive their salary. The City would require a request in writing from each council member regarding waiving the salary for a specific period of time or until further notice.

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8	City Council	Multiple	We'd like to consider reducing City Council operating expenses to assist with closing the budget deficit. Provide line item detail for dues, memberships, trainings and special projects	See the attached document which provides City Council Budget Line Item Details
9	CityNet Services	M. Medina	I am concerned about customer service and the consequence of a cutting CityNet technician position. How many service call requests are received per day? How many service calls are made per day? How many customer calls are received per day?	CityNet is not planning to fill a vacant Cable Technician I position. The work has been distributed to the remaining 6 Cable Technicians. The net impact felt has been a slight increase in overtime costs and some customer calls which sometimes go beyond 5 PM. CityNet schedules 8-10 customer service appointments and up to 4 system maintenance appointments per weekday. The service requests from customers originate from the 70 weekday calls and e-mails received on average. An average of 20 calls per day are received by the 24 hour tech support manned by a third party, which result in 1-2 system related weekly appointments after hours to repair outages impacting groups of customers. After hours service calls are typically addressed by the on call Cable Technician, a role held in rotation by the crew of Technicians and compensated through overtime.
10	Fire	M. Medina	How will the vacancies of 2 firefighters affect the public safety and what increases in overtime are anticipated?	There may be additional overtime expenses due to the additional vacancies in both departments. It is too early to determine the increase as it depends on the need and potential strike team/emergency events. The 2 frozen firefighter positions would not affect public safety for the short term as minimum staffing is 3 employees per piece of equipment. (1 Captain and 2 firefighters), however the long term implications are the potential for increased use of sick leave, injury or illness based on additional hours worked. The frozen positions would also limit available time off for employees health and well-being. There would be an increase in overtime based on the minimum staffing that will need to be budgeted for. Staff anticipates there would be adequate capacity to continue to participate in the statewide mutual aid system with a strike team engine with the proposed staffing levels.
11	Fire	M. Medina	What happens when the state requests firefighters like they have in the past?	The Fire Chief responded to this question during the retreat on 5/27 indicating if staff are available for strike team efforts and not impact Fire Department staffing, they can assist. The city receives reimbursement for all strike team efforts similar to the Kincade Fire in 2019.

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12	n/a	Member of the Public, through a council member	I know the city is grappling with a deficit of between 8 and 9 million dollars. With the shutdown, even the revenue from Measure G will not be much help. Why not use the City's investments as a source of funds to bridge the gap? From what I've seen this option has not been considered. As of March 30, the amount was approximately \$94 million. By utilizing these funds services can be maintained, and when the economy recovers the investment account can be replenished.	The City's investments are made up of the cash balances that exist in 40 individual funds that are invested in pooled investment vehicles, government agency investments and certificates of deposit. Most of the cash in these funds are legally restricted and are required to be spent for its intended, specific purposes. These funds must be invested prudently according to the City's investment policy. For example, a large portion of the City's investment portfolio comes from the cash in the water and wastewater enterprise funds that are to ultimately be spent on operations and capital improvement projects in those enterprises. That cash cannot be spent to pay for Police and Fire Department staff, for example, which are services primarily funded by the General Fund. The City Council can direct staff to develop an Interfund Transfer/Loan Policy; however, staff do not recommend interfund loans from any Enterprise or other fund into the General Fund at this time. Interfund transfers/loans are not considered a government financial management best practice, and, given the uncertainty of most General Fund revenues sources in the proposed FY2020-21 budget and potentially years thereafter, it would not be in the City's best interest to "loan" funds to the General Fund without a high degree of certainty as to the repayment schedule and timing. Interfund loans are more commonly utilized for short-term cash flow needs to bridge financing for a specific project that will soon receive permanent financing, not for balancing a longer-term, unknown budget deficit.
13	n/a	Multiple	It is a priority to have the Citizen's Revenue Measure Oversight Committee established as quickly as possible as it relates to allocating Measure G Funding	The application period ended on Friday 5/29/20 and will be routed to the City Council to begin the interview process. Interviews are scheduled for Saturday 6/6/20.
14	n/a	M. Medina	Provide more information how the cost allocation plan works to better understand the recovery from other funds in the General Administration departments	A cost allocation plan (or CAP) allocates overhead costs, such as services provided by administrative department such as City Attorney, City Clerk, Finance, Human Resources, and the City Manager's Office, to departments providing services directly to users. This allows the City to more accurately assess the actual costs of providing services to users and ensure full cost recovery of services provided. The costs of the administrative departments are allocated proportionately to all departments for which they support based on the FTE and overall operating budgets for those departments. This is a standard methodology employed in municipal entities, the methodology is developed through a comprehensive fee study process and is based on the fact that administrative departments support all other departments in all aspects of their operations.
15	Police	M. Medina	How much money is still in police forfeiture account?	The fund is expected to have an ending fund balance of \$1M by the end of FY2019-20 but dropping down to \$435K by the end of FY2020-21 due to increased DEA officer support. Details can be found on pages 28 and 265.

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16	Police	M. Medina	How will the vacancies of 4 police officers affect the public safety and what increases in overtime are anticipated?	There may be additional overtime expenses due to the additional vacancies in both departments. It is too early to determine the increase as it depends on the need and potential strike team/emergency events. Potential service impacts may include increased response time for non-emergency calls; reduced traffic enforcement; reduced proactive enforcement levels; difficulty in getting time off for staff; increased voluntary and mandatory overtime; difficulty staffing contract policing services (YouTube, Circus, Posy Parade/Community Day, etc.); fewer officers on the street at any given time (most shifts will be staffed at minimum levels daily); little to no training beyond mandatory/required; challenges dealing with injuries and additional vacancies given the time required to hire new staff (we are already one officer below the frozen position level established in the proposed budget).
17	Police	M. Medina	I am interested in outsourcing the CSO positions like San Mateo. What would be necessary to investigate that model?	San Mateo outsources their parking enforcement activities, but this is just one facet of what our CSOs do here in San Bruno. The first step in assessing the viability of that model here in San Bruno would be to connect with San Mateo and collect data on their program. Staff would then connect with the provider that San Mateo is using and have them generate some projections and quotes for providing similar service in San Bruno. A key component of this early evaluation would be understanding that parking enforcement is currently a revenue generator that can reasonably be expected to deliver positive revenues even after factoring in the employment costs (confirming this at full staffing would take some research work as well). Staff would need to determine if outsourcing would make this a net expenditure or maintain it as a net revenue. If that portion checks out, then staff would need to do a much deeper dive into the benefits and drawbacks of outsourcing, to include how the other work performed by CSOs will get done.
18	Police	M. Medina	Where does the asset forfeiture money come from?	Funds are collected from asset seizures and the Department of Justice Equitable Sharing Program.
19	Police	M. Medina	Where else can the money be used for this fiscal year? Parking Meters... Signage, striping, ?	A litigation settlement the City received years ago is a potential funding source for the implementation of the parking meter program. \$329K of funds exists in a Street Special Revenue Fund that can be utilized (please refer to page 26 of the budget book). Staff are evaluating that now and can be considered as part of the adopted budget. Staff are strategically identified all available funding sources from federal, state, local and other sources to program them to their fullest extent in the proposed FY2020-21 budget leaving a minimal, adequate fund balance in those funds to be used during the fiscal year for a need that may arise.
20	PW Admin & Engineering	M. Medina	How much time does engineering staff work on enterprise fund projects? Can we assign engineering staff to water/sewer projects.	Refer to page 49 of the budget binder showing the FTE allocations for all Public Works staff among all division. The proposed budget includes 6.90 FTEs allocated to enterprise operations. This represents 64% of the total time for the staff listed below, which is a substantial portion of their time. Also, there are other staff in Public Works and other departments that charge their time to capital projects during the year to minimize the impact on the General Fund. The budget should continue to be cautious about not assuming an over-allocation of staff resources that can work on enterprise functions and capital projects as the impact of not achieving the budget allocation will be a deficit that will need to be addressed during the operating year.

No.	Department	Requested By:	Question / Action Item	Response
21	Recreation	M. Medina	Pool location. Has staff asked the high school for usage of their facilities?	Staff are still researching various options for the aquatics program which include requesting access from the high school district.
22	Recreation	M. Medina	We could also reduce the size of the crowds by assigning times for residents to participate. What are the costs for concert in the park, movies in the Park, Halloween etc.?	Here is a list of events and their projected revenue and expense based on prior actuals: Concerts in the Park - \$5,000 of revenue and \$10,000 of expense, Family overnight - \$1,500 of revenue and \$1,000 of expense, Goblin Grotto - \$6,000 of revenue and \$1,700 of expense, Mother Son Kickball - \$2,300 of revenue and \$1,500 of expense, Tanforan Halloween - \$0 revenue and \$750 of expense, and Santa Visits - \$1,350 of revenue and \$520 of expense.
23	Recreation	M. Medina	What are the city costs for summer camps? The after school programs were taken over by the YMCA. Can the summer camps also be provided by the YMCA?	The weekly cost for summer camp is \$14,100 for staff, \$3,000 for supplies and \$1,500 for contracts. The total camp cost for a 10 week program would be approximately \$186,000. Total camp revenue is \$42,000. Staff is following up with the YMCA regarding their summer camp programming.
24	Recreation	M. Medina	When is the scheduled date for the RAC construction documents will be ready?	Construction Documents are scheduled to be ready in September/October. They are scheduled to go out for bid in mid November 2020.
25	Senior Center	M. Medina	Can we consider using the bequest fund for the Senior Center technology improvements - enhancement request that was not brought forward in the proposed budget?	Yes. The restricted revenue fund on page 36 of the budget book shows \$754K of bequest funds recorded in FY2018-19 for the Senior Center. These funds have not been appropriated yet. They can be used for technology upgrades at the Senior Center for \$40K as well as potentially fund the parking lot improvement CIP project for \$300K (page 358) and the trash enclosure CIP project for \$145K (page 359), which would leave \$260K in this fund for a future use.

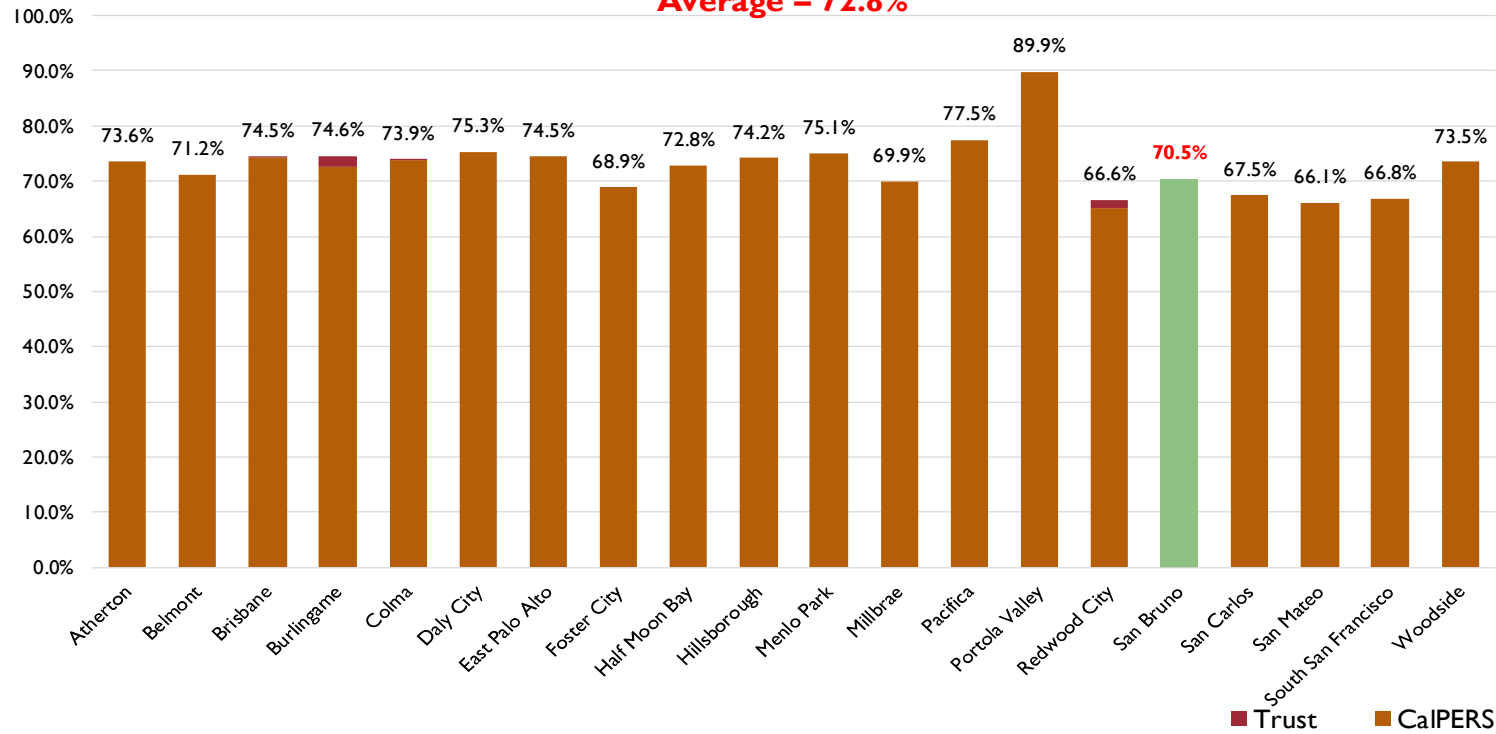
City of San Bruno
Vacant Positions as of 5/22/2020

Department	Title	FTE	FY2020-21 Proposed Budget
City Manager			
	Assistant City Manager	1.00	
	Public Info/Communications Officer	1.00	
Police			
	Police Lieutenant	1.00	A recruitment is in process which will likely result in a vacant Police Officer position, which will be held vacant.
	Police Lieutenant	1.00	A recruitment is in process which will likely result in a vacant Police Officer position, which will be held vacant.
	Police Sergeant	1.00	A recruitment is in process which will likely result in a vacant Police Officer position, which will be held vacant.
	Police Officer	1.00	Proposed to hold vacant
	Police Officer	1.00	
	Public Safety Dispatcher I/II	1.00	Proposed to hold vacant
	Community Services Officer II	1.00	Proposed to hold vacant
	Police Clerk I/II	1.00	Proposed to hold vacant
Fire			
	Battalion Chief	1.00	A recruitment is in process which will likely result in a vacant Firefighter position, which will be held vacant.
	Firefighter - Prevention	1.00	
	Firefighter	1.00	Proposed to hold vacant
Community and Economic Development			
	Assistant Planner - Limited Term	1.00	Proposed to hold vacant
	Community Devel. Tech I/II Limited Term	1.00	Proposed to hold vacant
Community Services			
	Parks & Facilities Manager	0.50	
	Lead Maintenance Worker	1.00	
	Recreation Services Coordinator	1.00	

Department	Title	FTE	FY2020-21 Proposed Budget
Public Works			
	Associate Civil Engineer	1.00	Proposed to hold vacant
	Assistant Engineer	1.00	
	Secretary	1.00	
	Lead Maintenance Worker	1.00	
	Lead Maintenance Worker	1.00	
	Lead Maintenance Worker	1.00	
	Building & Facilities Services Manager	0.50	
	Custodian	1.00	
CityNet Services			
	CATV Technician I	1.00	Proposed to hold vacant

**Pension Funded Ratio per CalPERS Valuation Report
All Cities in San Mateo County
Valuation Report for June 30, 2017**

Average – 72.8%



City Council Line Item Budget FY2020-21 Proposed Budget

Account	Account Title	Line Item	FY2020-21 Budget Amount
6405	Trainings, meetings and conference	County, regional and state meetings and conferences attended by the City Council, including annual Progress Seminar	\$3,900
6405	Trainings, meetings and conference	San Mateo County Council of Cities monthly meetings	\$1,500
6405	Trainings, meetings and conference	Annual League of California Cities conference	\$1,300
6405	Trainings, meetings and conference	Goal setting/team building	\$6,000
6405	Trainings, meetings and conference	Annual League of California Cities conference for new council members	\$2,500
6409	Special projects	Departmental and employee recognition	\$3,000
6409	Special projects	Narita Sister City activities	\$3,000
6409	Special projects	Volunteer recognition	\$2,500
6502	Community promotion	Financial support for community based organization activities	\$3,000
6701	Dues & Memberships	Association of Bay Area Governments	\$11,000
6701	Dues & Memberships	League of California Cities	\$16,000
6701	Dues & Memberships	HEART of San Mateo County	\$14,000
6701	Dues & Memberships	Peninsula Division (League of Cities	\$100
6701	Dues & Memberships	SMC Airport Roundtable	\$1,500
	Total		\$69,300